



## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

GREGORY A. WHIRLEY  
ACTING COMMISSIONER

August 30, 2005

To: All Urban Municipalities and Counties

We are pleased to inform you that the first edition of the *Guide for Local Administration of Virginia Department of Transportation Projects* has been completed and is posted on VDOT's Local Assistance web page as follows: [www.vdot.virginia.gov/business/local-assistance.asp](http://www.vdot.virginia.gov/business/local-assistance.asp) (click on "Guide for Local Administration of VDOT Projects" under Local Assistance Programs).

This "guide" will serve as the controlling guidance manual for all locally administered projects. The document has been divided in sections, which reflect the logical progression of a project. The appendices are key for efficient administration of projects and other important guidance documents have been incorporated by reference. A separate document is applicable for the Cities that take over their entire construction program (Urban Construction Initiative - First Cities).

Included in Appendix A is the cornerstone of this process, the new **Standard Project Administration Agreement (Super Agreement)** that is to be used for all locally administered projects. This is the agreement that VDOT will utilize as projects are initiated, regardless of the source of funds. The Super Agreement includes an Appendix A that will be used to provide the specifics for the project or projects and any special guidelines associated with a particular source of funds.

The Local Assistance Division is developing standard Appendix A's for each of our special funding programs (Enhancement, Urban, Revenue Sharing, Industrial Access, etc). We believe that the use of this agreement will, in many ways, simplify and speed up the administrative process for locally administered projects and can be used for multiple projects (use multiple Appendix A's) and types of funds.

We encourage you to consult the Local Assistance web page listed above for the latest version of the guide, as it is a "living/working" document that will be updated as necessary. We currently plan to publish an update effective January 1<sup>st</sup> and then semi-annually. As you read through and



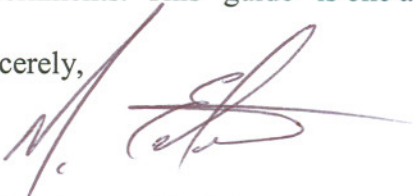
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begin to work with the guide and its accompanying tables, forms, charts and other related appendices, please feel free to forward to us any suggestions that you may have. We will review and consider all of your suggestions for our January update.

Our district and/or residency office project coordinators or urban program managers are available to assist you with any questions you may have. You may also contact Bernie Schmelz in our office at 804-786-2595, ([Bernard.schmelz@vdot.virginia.gov](mailto:Bernard.schmelz@vdot.virginia.gov)) as he will be maintaining and updating this document.

We look forward to continuing to build on the many great partnerships we have with local governments. This "guide" is one aspect that will help ensure we do so.

Sincerely,

A handwritten signature in dark ink, appearing to be "M. A. Estes", written over a horizontal line.

Michael A. Estes, P.E.  
Director, Local Assistance Division

bcc: Barbara Reese  
Mal Kerley  
Tom Hawthorne  
Connie Sorrell  
Vince Mammano (FHWA)  
Division Administrators  
District Administrators  
Residency Administrators  
Urban Program Managers  
Local Assistance Division  
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